

DD/S&T# 4595-71
ADMINISTRATIVE -- INTERNAL USE ONLY

74-1660
74-6247
DIR-4601

MEMORANDUM FOR: Deputy Director for Administration
FROM : Director of Training
SUBJECT : Midcareer Course

1. Action Requested: This memorandum discusses problems we have encountered this year in increasing the number of Midcareer Courses from four to six and requests your approval to reduce the number to five a year.

2. Background: Six runnings of the Midcareer Course are scheduled for calendar year 1975 -- three between late January and mid-June and three between late August and late December. (Earlier experience with a summer Midcareer session showed that running this course in the summer months is not feasible.) This pace allows a two-week interval between successive courses in the January to mid-June period, but only one week between those in the late August-late December period. When the interval is only one week, the final day of one course falls on a Friday and opening day of the next course at Headquarters is the following Wednesday.

3. The impact of this quick turnaround falls both on our staff and on guest speakers. Staffing problems within the Intelligence Institute are forcing us to use four different chairmen for the series of six runnings which started this August and conclude next June. The short lead time makes it extremely difficult to plan, prepare and conduct a Midcareer running with reasonable assurance it will achieve the same high quality as this course has come to be. It also affects the Training Assistant's ability to keep the details of a current running straightened out and at the same time handle the arrangements for the course that is about to start. Recently, this was a very real problem when Midcareer Course No. 43 was running (October-November), No. 44 (scheduled for November-December) was in the planning stage, and the Training Assistant was working on both

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courses at once. Although nothing serious did go awry, there were close shaves which might have damaged our working relationships with several guest speakers. The rapid succession of runnings this fall has also generated confusion and irritation on the part of some guest speakers and their secretaries, as we have had to invite some speakers to address the next running before they had spoken to the current one.

4. Staff Position: We would propose to retain the three Midcareer runnings during the January-June period, but conduct only two runnings between September and December. This would have an additional advantage of starting the week after labor Day, and thus eliminate the problem of scheduling around that holiday in the middle of the two weeks [REDACTED]

STATINTL

5. I have come to this recommendation reluctantly as I realize that the demand to send officers to the Midcareer Course continues to be strong. I have considered the alternative of offsetting a reduction to five runnings a year by increasing the number attending each session, but am extremely reluctant because going above thirty members inhibits the informal learning situation and stretches even thinner the opportunity for Midcareerists to ask questions of and to talk to guest speakers, particularly our own senior officers. In addition, some of the classroom and transportation facilities are geared to a group of thirty plus two instructors. In any case, five runnings would accommodate 150 Midcareerists annually which is still a 25 percent increase over last year's total.

6. Recommendation: In view of the factors discussed above, I recommend that you approve a change in the number of runnings of the Midcareer Course from six to five annually starting in fiscal year 1976.

STATINTL

[REDACTED]
Alfonso Rodriguez
Director of Training

APPROVED: _____

DISAPPROVED: _____

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Midcareer Course

FROM:

DTR
1026 C of C

EXTENSION

3245

NO.

DTR 1051

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

DDI
7E-44 Hqs

10 Dec

CONCUR

2.

C/CMG 3-43

Only from 6 OK but

3.

DDO 12/13/74
7E-22 Hqs

10 DEC 1974

12/3/74

CONCUR

4.

[Redacted]

13 DEC 74

Agree with 4.

5.

DDS&T
6E-45 Hqs

11/6

CONCUR

16 Dec 74

25X1A

6.

DTR

7.

8.

9.

DDA
7D-18 Hqs

10.

11.

DTR
1026 C of C

12.

13.

14.

15.

Personnel Course is at